

MEMORANDUM

Department of Labor and Workforce Development

State ADA Coordinator's Office

To: Department
Commissioners &
ADA Coordinators

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From: Don Brandon,
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Subject: Accessible Parking Policy for
Employee & Public Parking

SOA Accessible Parking Policy

The following is the State Policy on use of accessible parking around state owned and leased facilities. This policy clarifies the purpose, management and use of accessible public and employee parking.

Accessible Public Parking

If accessible parking is provided for the public as required by the Americans with Disabilities Act (ADA), it must meet the following requirements:

- A level area not greater than 2% slope in any direction.
- A sign with the international symbol of accessibility must be visible when a vehicle is parked in the space.
- An accessible parking space must provide space for a vehicle and a clearly marked additional access aisle of five to eight feet adjacent to the vehicle. This aisle allows a person using a wheelchair or other mobility device to have sufficient access to enter or leave the vehicle.
- One in every eight accessible spaces, but not less than one, shall be van-accessible. The access aisle for a van-accessible space shall be at least 8 feet (2400 mm) wide and shall be designated "van-accessible" as required by the American's with Disabilities Act Accessibility Guidelines (ADAAG) [4.6.4](#) (see attachment). The

vertical clearance at such spaces shall comply with ADAAG [4.6.5](#). Because van-accessible spaces are provided in limited numbers, they may be grouped on one level of a parking structure if it is not readily achievable to disperse the spaces on multiple levels.

- A minimum vertical clearance of 98 inches must be provided for a van-accessible space and for the access route to that space as required by ADAAG 4.6.5 (see attachment).
- A minimum number of accessible parking spaces must be provided based on the total number of parking spaces made available for the public (e.g. one per 25; see attachment).
- Placement of the accessible parking spaces on the shortest accessible route to an accessible entrance. The route must not have steps or steep slopes, must provide a clear width of at least three feet, and have a firm, slip-resistant surface in compliance with ADAAG 4.3 (see attachment).

The most common misperception about accessible parking is that it must be the space closest to the door. It may not be achievable to provide the space closest to an accessible entrance if the slope exceeds 2% slope in any direction, for example. If that is the case, the closest level area should be selected.

Accessible Employee Parking

Under the reasonable accommodation requirements of the ADA, an employee with a disability who requests an accessible parking space must have certain characteristics associated with their impairment to be entitled to an accessible parking space that meets or exceeds the parking requirements for accessible spaces provided for the public (as outlined above).

An employee with a disability that does not require the use of a mobility aid and employees who have mobility aids may request an accommodation in parking through the following procedures.

- Fill out a reasonable accommodation form
- Validate that the employee has an ADA qualifying condition that requires an accessible parking space close to the accessible

entrance (with an attached physician's directive with the duration of the condition).

- Submit the form to the employee's supervisor.
- The supervisor will review, approve, and facilitate parking with the facility manager within a reasonable amount of time.

STEP ONE

The supervisor works with the facility manager to determine if there is space available to grant such a request. (The facility manager is the person or office charged with management of the building and its associated parking by the department commissioner or designee.) The supervisor and facility manager must determine if the employee needs a reserved regular space that is closer to the front door or a reserved accessible parking space.

STEP TWO

After this determination is made the supervisor, employee, and facility manager will consider where in the employee parking area this space will be located. The spaces available in the employee parking area may limit how many employee requests can be granted.

STEP THREE

The supervisor will determine if the request for accessible parking can be accommodated. Granting an employee's request will be predicated on the availability, lease requirements and outcomes of modifying the employee parking policy. If the facility manager also manages the parking for both the public and for employees then the principles outlined above apply to the management of both areas.

Employees with disabilities that do not require the use of a mobility aid may not need to be provided with an accessible space (with access aisles) as an accommodation; it may be sufficient to provide a space closer to an accessible entrance. For example, certain health conditions, such as early-stage multiple sclerosis or emphysema, may reduce an employee's stamina for walking longer distances (more than 200 feet without having to stop and rest) but may not require a mobility aid. In such a situation,

the employee may require a regular parking space closer to an accessible entrance but may not need to have the accommodation of an accessible parking space.

If employee parking is not managed by the facility manager or occupant then all parking is provided on a “first-come-first-serve” basis, subject to qualifications. For instance if there are 100 parking spaces and there are four accessible spaces, anyone who qualifies for them and gets them while they are vacant can use them.

EMPLOYEES WITH TEMPORARY OR NON ADA QUALIFYING CONDITIONS

Employees who do not have ADA qualifying conditions may request Workplace Modifications that include parking on the shortest accessible route to an accessible entrance. Workplace Modifications will require filling out the Workplace Modification form and documentation from a doctor of the employee’s medical condition requiring accommodation. (Employee will then follow steps one through three described above.)

ADAAG 4.1.2(5) (a) If parking spaces are provided for self-parking by employees or visitors, or both, then accessible spaces complying with [4.6](#) shall be provided in each such parking area in conformance with the table below. Spaces required by the table need not be provided in the particular lot. They may be provided in a different location if equivalent or greater accessibility, in terms of distance from an accessible entrance, cost and convenience is ensured.

Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

Except as provided in (b), access aisles adjacent to accessible spaces shall be 60 in (1525 mm) wide minimum.

(b) One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96 in (2440 mm) wide minimum and shall be designated "van-accessible" as required by [4.6.4](#). The vertical clearance at such spaces shall comply with [4.6.5](#). All such spaces may be grouped on one level of a parking structure.

EXCEPTION: Provision of all required parking spaces in conformance with "Universal Parking Design" (see appendix [A4.6.3](#)) is permitted.

4.3 Accessible Route.

4.3.1* General. All walks, halls, corridors, aisles, skywalks, tunnels, and other spaces that are part of an accessible route shall comply with [4.3](#). [Appendix Note](#)

ADAAG 4.3.2 Location.

(1) At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. The accessible route shall, to the maximum extent feasible, coincide with the route for the general public.

(2) At least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.

(3) At least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements and with all accessible dwelling units within the building or facility.

(4) An accessible route shall connect at least one accessible entrance of each accessible dwelling unit with those exterior and interior spaces and facilities that serve the accessible dwelling unit.

4.3.3 Width. The minimum clear width of an accessible route shall be 36 in (915 mm) except at doors (see [4.13.5](#) and [4.13.6](#)). If a person in a wheelchair must make a turn around an obstruction, the minimum clear width of the accessible route shall be as shown in [Fig. 7\(a\)](#) and [\(b\)](#).

4.3.4 Passing Space. If an accessible route has less than 60 in (1525 mm) clear width, then passing spaces at least 60 in by 60 in (1525 mm by 1525 mm) shall be located at reasonable intervals not to exceed 200 ft (61 m). A T-intersection of two corridors or walks is an acceptable passing place.

4.3.5 Head Room. Accessible routes shall comply with [4.4.2](#).

4.3.6 Surface Textures. The surface of an accessible route shall comply with [4.5](#).

4.3.7 Slope. An accessible route with a running slope greater than 1:20 is a ramp and shall comply with [4.8](#). Nowhere shall the cross slope of an accessible route exceed 1:50.

4.3.8 Changes in Levels. Changes in levels along an accessible route shall comply with [4.5.2](#). If an accessible route has changes in level greater than 1/2 in (13 mm), then a curb ramp, ramp, elevator, or platform lift (as permitted in [4.1.3](#) and [4.1.6](#)) shall be provided that complies with [4.7](#), [4.8](#), [4.10](#), or [4.11](#), respectively. An accessible route does not include stairs, steps, or escalators. See definition of "egress, means of" in [3.5](#).

4.3.9 Doors. Doors along an accessible route shall comply with [4.13](#).

4.3.10* Egress. Accessible routes serving any accessible space or element shall also serve as a means of egress for emergencies or connect to an accessible area of rescue assistance. [Appendix Note](#)